March 16, 2021

AGENDA

1. What is Indexing?
2. How do I Participate?
   1. Finding Indexing Batches/Projects on FamilySearch
   2. Reviewing Specific Project Instructions
3. Determining whether a Record Image is Indexable
4. Transferring Image data to Appropriate Table or Form
5. Becoming familiar with help tabs
6. Submitting, sharing or returning an indexed batch
7. Questions & Answers

**Assignments:**

1. Choose INDEXING tab after signing in to FamilySearch
2. Find and go through “Guided Tour”
3. Chose what level you would like to participate at: Beginning, Intermediate or Difficult
4. Find and select a Batch
5. Review the project instructions
6. Select whether each image is indexable or not
7. Enter data into appropriate form
8. Submit Batch
   1. Correct entries as prompted
   2. Resubmit Batch

**Handouts:**

1. Agenda
2. FamilySearch Web Indexing Handout

**References:**

* 1. How Indexing Works - Video

<https://www.youtube.com/watch?v=5p_kechQOao>

* 1. Getting Started with FamilySearch Indexing - Video

https://www.youtube.com/watch?v=M2uHGFQsX4o

* 1. FamilySearch Web Indexing Handout and Video – BYUFamilyHistory Library

https://fh.lib.byu.edu/2018/08/16/indexing-in-familysearch/